

Water Supply and Treatment Facility

Department of Public Works

Water Fund

Description:

Responsible for the production, storage and initial distribution of all potable water for City customers.

Services:

- Pumps groundwater from various wells.
- Treats water by filtering and chemical treatment, primarily for iron removal and stabilization.
- Performs laboratory tests on water samples to ensure safety and compliance with the Safe Drinking Water Act which includes tests for lead and bacteria.
- Produces an adequate supply of water to meet customer demand.

Goals:

- To produce, treat and deliver potable water that meets the requirements of the Safe Drinking Water Act and Health Department.
- To supply an adequate amount of water to meet demands without imposing water usage restrictions.
- To repaint and otherwise maintain all elevated water tanks.
- To develop and deliver the Consumer Confidence Report to each customer as required by USEPA and the State of Maryland.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$913,740	\$951,670	\$962,800	1.17%
Other Operating Expenditures	494,290	544,850	544,850	0.00%
Capital Outlays	25,700	0	0	N/A
Total Expenditures	\$1,433,730	\$1,496,520	\$1,507,650	0.74%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Water Supply & Treatment Fund and Division # 621-44113

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$714,750	Appropriation needed as calculated on personnel detail.
Benefits	\$248,050	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$117,110	Water treatment chemicals and other misc. supplies
Utilities	\$208,250	Telephone service for operation and 24 hour a day emergency response to citizens. Power to operate plant
Education and Travel	\$2,870	Training for plant operators and other staff, expenses incurred associated with training
Repair and Maintenance	\$181,570	Repair for plant including pumps, structures, wells and infrastructure
Special Projects	\$0	
Leases	\$0	
Contract Services	\$35,050	Services for testing, instrumentation repairs, cathodic protection, county sewer fees
Capital Outlay	\$0	

Total \$1,507,650

Water Distribution

Department of Public Works

Water Fund

Description:

Responsible for operating, maintaining and repairing the City's 125 mile water distribution system.

- Locate water main and service lines for contractors.
- Establish in house underground utility locator position.

Services:

Install and repair water mains and fire hydrants.

- Investigate water bill protests.

Goals:

- Install and repair water service lines.
- Read and record water meters for billing by the Finance Department.
- Supervise the installation of new watermains.
- Supervise the chlorination of new mains.
- Inspect and pressure test the installation of mains in new developments.
- Execute turn-off and turn-on water services as directed by the Finance Department.
- To maintain all water meters in working and accurate condition.
- Fire Hydrant replacement program.
- To repair or replace defective water main valves to improve their ability to isolate certain sections of the water system.
- Continue to abandon the existing 100-year-old 4" water mains and connect existing services to mains that parallel the old lines.
- Continue replacing existing 2" & 4" watermains with 6" domestic iron pipe.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$560,070	\$532,340	\$553,300	3.94%
Other Operating Expenditures	427,970	341,060	391,060	14.66%
Total Expenditures	\$988,040	\$873,400	\$944,360	8.12%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Water Distribution Fund and Division # 621-44116

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$399,220	Appropriation needed as calculated on personnel detail.
Benefits	\$154,080	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$111,770	Material used in repair of water distribution system pipe, clamps, valves, fittings, water meters, vaults, clothing, etc
Utilities	\$5,900	Telephone service and cell phones used by division personnel. Light and power for office space and utility shop.
Education and Travel	\$2,380	Training and seminars for staff and associated expenses incurred
Repair and Maintenance	\$261,790	Maintenance of utility structures, equipment repairs, and infrastructure
Special Projects	\$0	
Leases	\$0	
Contract Services	\$9,220	Miscellaneous services not available in-house, specialized skill or contractors when City personnel are not available
Capital Outlay	\$0	

Total	<u><u>\$944,360</u></u>
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Annapolis Water Reclamation Facility

Department of Public Works

Sewer Fund

Description:

The Annapolis Wastewater Treatment Plant is owned jointly by the City and County but is operated by the County. The City pays a prorated portion of the operating expenses based on percentage of total flow.

Services:

- Provides treatment of all wastewater from City customers.

Goal:

- To monitor expenses incurred by Anne Arundel County during their Capital Improvement Program projects.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures	2,686,970	2,500,000	2,600,000	4.00%
Total Expenditures	\$2,686,970	\$2,500,000	\$2,600,000	4.00%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Water Reclamation Facility Fund and Division # 622-44123

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$0	
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$2,600,000	Annapolis Wastewater Treatment Plant operational costs paid to Anne Arundel County.
Capital Outlay	\$0	

Total \$2,600,000

Wastewater Collection

Department of Public Works

Sewer Fund

Description:

Responsible for repairing and maintaining the sewage conveyance system from its point of origin to the treatment plant.

- Locates sewer mains and service lines for contractors.

Goals:

Services:

- Cleans approximately 1/3 of 125 miles of sewage conveyance system on a 3 year cycle.
- Repairs and maintains 24 sewage pumping stations.
- Installs new and repairs old sewer-to-house connections.
- Provides emergency sewer back-up service, 24 hours per day, 7 days per week.

- To televise and/or clean the entire sewer system yearly.
- To maintain all pumping stations to eliminate emergency break-downs.
- To respond to emergency sewer back-up problems within 1 hour of notification.
- Continue sewer lateral replacement program.
- Establish in house underground locator position.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$559,100	\$602,510	\$626,550	3.99%
Other Operating Expenditures	529,820	549,210	549,210	0.00%
Capital Outlays	0	40,000	0	-100.00%
Total Expenditures	\$1,088,920	\$1,191,720	\$1,175,760	-1.34%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Wastewater Collection Fund and Division # 622-44126

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$489,400	Appropriation needed as calculated on personnel detail.
Benefits	\$137,150	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$45,830	Material used in the maintenance of City sewer system pipe, manholes, frames, office supplies, clothing, etc:
Utilities	\$120,000	Phone and line service for our sewer pumping stations used to transmit data to our SCADA system. Power for our sewer pumping stations
Education and Travel	\$3,550	Training and seminars for our staff to meet state licence requirements and expenses associated with this training
Repair and Maintenance	\$288,840	Repairs to our current 25 sewer pumping stations and grounds, repairs to our fleet of vehicles, and other misc. equipment
Special Projects	\$0	
Leases	\$0	
Contract Services	\$90,990	Miscellaneous services to maintain our pumping station communications, contractors to perform some of the work in our utility rehabilitation program, repairs beyond the ability of our equipment or personnel to accomplish
Capital Outlay	\$0	

Total \$1,175,760

Stormwater Management

Department of Public Works

Sewer Fund

Description:

Responsible for the maintenance of public storm drainage systems, which includes pipes, inlets, manholes, drainage ways and stormwater management facilities.

- Perform engineering studies and designs.
- Clear and repair drainage systems.
- Maintain public stormwater management facilities.

Services:

- Evaluate City's watersheds.

- Contract for assistance when required.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$111,270	\$147,520	\$160,420	8.74%
Other Operating Expenditures	29,840	89,000	99,000	11.24%
Total Expenditures	\$141,110	\$236,520	\$259,420	9.68%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Stormwater Mgmt

Fund and Division # 627-44600

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$149,560	Appropriation needed as calculated on personnel detail.
Benefits	\$10,860	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$15,000	Material used in the maintenance of City storm water systems.
Utilities	\$0	Utilities included under Garage
Education and Travel	\$0	
Repair and Maintenance	\$10,000	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$74,000	Miscellaneous outside services used in maintenance of City storm water systems.
Capital Outlay	\$0	

Total \$259,420

Residential Refuse

Department of Public Works

Refuse Fund

Description:

Responsible for the collection and transportation of solid waste from 8,600 residential households to a disposal site.

Services:

- Provides twice weekly refuse collection.
- Provides quarterly bulk pick-up services.

Goals:

- Review possible return to commercial pick up in downtown district.
- To collect all solid waste from residential households without "misses".
- To increase participation in recycling.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$634,720	\$713,460	\$739,780	3.69%
Other Operating Expenditures	510,530	460,910	560,910	21.70%
Total Expenditures	\$1,145,250	\$1,174,370	\$1,300,690	10.76%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Residential Refuse Fund and Division # 628-44720

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$569,560	Appropriation needed as calculated on personnel detail.
Benefits	\$170,220	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$32,100	Purchase of refuse containers, plastic bags, small tools and equipment, safety equipment and uniform rental and fuels needed for vehicles. Newspapers advertisements for refuse collection notices (holiday schedules, bulk pickup, etc.)
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$32,810	Repairs to the 7 refuse packers (new cylinders, welding, tires, brakes, springs, axles, etc.) and supervisor's pickup
Special Projects	\$0	
Leases	\$0	
Contract Services	\$496,000	Disposal fees for residential refuse collection, construction and demolition disposal fees, disposal fees for refuse collected from City-owned trash receptacles, and metal items such as propane cylinders and refrigerators/freezers with Freon.
Capital Outlay	\$0	

Total	<u><u>\$1,300,690</u></u>
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Yard Waste Recycling

Department of Public Works

Refuse Fund

Description:

mulch to residents at no charge.

Responsible for the collection of yard mater every other week from all residential households.

Goals:

Services:

- Collects grass clippings, leaves, brush and tree limbs.
- Processes collected yard mater and provides this

- To collect 100% of yard mater set-outs.
- Process 2,000+ tons of yard mater and 475+ tons of leaves collected by Street Sanitation.
- Reduce tonnage buried at the landfill.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$288,320	\$313,580	\$313,650	0.02%
Other Operating Expenditures	57,000	64,810	64,810	0.00%
Total Expenditures	\$345,320	\$378,390	\$378,460	0.02%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Yard Waste Recycling Fund and Division # 628-44740

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$242,560	Appropriation needed as calculated on personnel detail.
Benefits	\$71,090	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$23,330	Printing of flyers and schedules, miscellaneous tools and equipment, storage containers, office supplies, safety equipment and uniform rental, fuels and lubricants for vehicles and tub grinder
Utilities	\$1,000	Electricity to yard waste structures on Rt. 450
Education and Travel	\$400	Training for employees on special equipment and operational methods
Repair and Maintenance	\$16,830	Funds required for parts and labor to maintain mechanical operation of 3 vehicles, 1 tub grinder, 1 air compressor, and 1 loader
Special Projects	\$0	
Leases	\$4,500	Lease of portable toilet and rental of specialized machinery for landscape & landfill work
Contract Services	\$18,750	Contract additional labor and equipment as required for up keep of yard recycling grounds, buildings, and security
Capital Outlay	\$0	

Total \$378,460

Curbside Recycling

Department of Public Works

Refuse Fund

Description:

Responsible for the curbside collection of bottles, cans, plastic bottles and newspaper.

- Hires contractor through competitive bidding process to collect recyclables.

Goal:

Services:

- Provides for curbside collection of mixed recyclables.

- To get contractor to collect without any “misses”.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Estimated</i>	<i>FY 2006 Proposed</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures	279,870	289,360	309,360	6.91%
Total Expenditures	\$279,870	\$289,360	\$309,360	6.91%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts

Department/Division Public Works - Curbside Recycling Fund and Division # 628-44750

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$14,360	Printing/postage, 'free to City residents' City-owned recycling bins
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$295,000	Recycling collection and disposal contract
Capital Outlay	\$0	
Total	<u><u>\$309,360</u></u>	